

CLOUD COUNTY COMMUNITY COLLEGE

Professional Service Position Job Description

Position Title: Head Men's Basketball Coach

Reports To: Director of Athletics

Type of Contract: Professional Services

Length of Contract: 12 Months

Date of Position Description: May 2024

The administration retains the right to change duties at any time.

GENERAL NARRATIVE DESCRIPTION OF THE POSITION

The person holding this position will be responsible for: (1) the organization, development, supervision, promotion, and implementation of the Men's Basketball program; and (2) an assignment to a position in at least one additional area within the department to be selected on the basis of experience, interest, and College coaching needs. The person shall be required to exercise independent judgment, to make decisions, to work with and exercise control over students, and to function as a member of the Athletic Department. The coach shall hold a bachelor's degree (masters degree preferred), have prior coaching experience, preferably at the college level, and demonstrate excellent interpersonal skills including the ability to relate to and work with college level students. The person shall be required to have a valid driver's license.

RESPONSIBILITIES

The person holding this position will:

- ❖ Effectively and efficiently discharge the duties and responsibilities assigned to this administrative position: such duties may include, but are not limited to: (1) the development and maintenance of budgets; (2) the supervision and development of personnel within the areas of assigned responsibilities; (3) the collection and dissemination of data and information; (4) the promotion of communications within the College community and the community-at-large; (5) the participation in appropriate committees and work groups; (6) the participation in planning and decision making; (7) the application of institutional and governmental policies, procedures, and regulations; and (8) the completion of other administrative responsibilities as appropriate or as assigned;
- ❖ Serve as Head Men's Basketball Coach under the general supervision and direction of the Director of Athletics;

- ❖ Recruit participants in the Men's Basketball program based upon the needs of the programs, the needs of the entire athletic program, and the availability of human and financial resources;
- ❖ Schedule, coordinate, and conduct both practice sessions and matches under the general direction of the Director of Athletics, which may include overnight travel;
- ❖ Prepare and administer annual operating and scholarship budgets for the Men's Basketball programs;
- ❖ Assist with designing brochures, preparing news releases, and other promotional materials for the basketball program;
- ❖ Treat students with patience and understanding regarding their academic and personal needs, promoting the priority of academic responsibilities of the student athletes;
- ❖ Ability to hold camps for recruiting, fund raising and or publicity purposes
- ❖ Ability to evaluate academic ability of student athlete as well as supervise academic stability
- ❖ Ability to place student athletes at the four-year level
- ❖ Ability to recognize and evaluate athletic injuries in collaboration with the Athletic Trainer
- ❖ Ability to maintain regular and timely attendance
- ❖ Must possess physical ability to demonstrate required skills
- ❖ Evening and weekend work will be required
- ❖ Occasional overnight travel will be required
- ❖ Interact cordially with coworkers to accomplish common tasks; and
- ❖ This job description in no way implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors. This job description may be revised upon development of other duties and changes in responsibilities.

Cloud County Community College offers a complete benefits package to all full-time administrative personnel including:

- Health care coverage for employees and eligible dependents (up to \$728.36 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 13.34 hours per month, accumulates to 30 days total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERs)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center